

uploaded, unnecessary files can be deleted and files can be renamed to adhere to naming standards.

Administrators also have access to Workflow Approver 94. Using Workflow Approver 94, the status of all areas of a course (e.g. Topic Pages 62, Concept Pages 64 and Learning Objects 66) can be reviewed for adherence to course standards, quality etc. Upon review, a course can be advanced to publishing (i.e. placing the course on the system for use by others) or placed on hold until additional work is completed.

3. Search Function

Fig. 3 is a flow diagram showing an embodiment of a representative search process for use in the system and method. The system may contain preexisting educational and instructional content. Using a search function, a user can search the system for the preexisting content.

After accessing a home page (step 100 in Fig. 3), the user can conduct a search. Fig. 6 is an embodiment of a representative home page screen display 500 for use in the system and method. The home page list the titles 502 of courses that the user has access to or has created. For each of the courses, there are number of fields including, for example, type 504, author 506, date modified 508, modified by 510, workflow status 514 and maintenance required 516. These fields

can be used to sort the courses. There is an additional field for comments 518 for each of the courses. The home page also includes Home 519, Search 520, Users 850, Curriculum 852, Taxonomy 854, Search/Expire 856, Files 858 and Create New Content 526 buttons.

To conduct a search, the user clicks on the Search button 520. The Search button 520 provides access to a Search Page (step 102 in Fig. 3). Figs. 7A and 7B are embodiments of a representative search page screen displays 530 and 532 for use in the system and method. As shown in Fig 7A, using a basic search, a user may search for a course component based on certain search criteria, including, for example, content name 534, keywords 536, author 538 and date range 540. The user may conduct an advanced search by clicking on the Advanced Search button 542. As shown in Fig. 7B, using an advanced search, additional criteria may be entered including, for example, content level 544 (e.g. Series, Course, Topic, Concept Page or Learning Object type), curriculum taxonomy 546 competency level 548, delivery type 550, instructional type 552, source 554, and region/country 556.

After accessing a Search Page 530 and 532, the user selects a basic or an advanced search (step 104 in Fig. 3). After selecting the type of search, the search criteria are

entered (step 106 in Fig. 3) and, by clicking on the Search button 558 on either Figs. 7A or 7B, the search is begun.

After the search is completed, the search results are displayed for review (step 108 in Fig. 3). Fig 7C is an embodiment of a representative search results screen display 562 for use in the system and method. The search results can include, for example, user name 564, type of learning component 566 (e.g. Topic Page, Concept Page or Learning Object Page), the business unit responsible for the course 570, author 572 and status 574. The search result can also be previewed (step 110 in Fig. 3) and selected or retrieved (step 112 in Fig. 3). For example, by clicking on the Preview button 576, the user can preview any particular course component. Fig. 8 is an embodiment of a representative preview screen display 580 for use in the system and method. When a user clicks on a preview button 576 for a desired file, a preview of that file will appear on the preview screen display 580. In Fig. 8, the image at 584 shown is being previewed. From either the search results or preview screen displays, the user can open or select a particular learning component by clicking on the Preview 576 or Select 582 buttons.